

U.S. DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
CGAUX 38 (6-04)

U. S. COAST GUARD AUXILIARY
CHANGE OF OFFICER(S) REPORT

OFFICE BEING FILLED SECTION

MEMBER NUMBER	TITLE OF OFFICE BEING FILLED				
LAST NAME		FIRST NAME AND INITIAL	OFFICE		
COMMENTS:			DATE OF OFFICE		
			MM	DD	YY

OFFICE BEING VACATED SECTION

MEMBER NUMBER	TITLE OF OFFICE BEING VACATED				
LAST NAME	FIRST NAME AND INITIAL	OFFICE			
COMMENTS:	HIGHEST PAST OFFICE		DATE MEMBER LEFT OFFICE		
			MM	DD	YY

SIGNATURE OF UNIT LEADER
DATE

SIGNATURE OF DIRAUX
DATE

CHANGE OF AUXILIARY OFFICER(S) REPORT - CGAUX - 38

A. GENERAL - This report is used to report a change of either an elected or appointed officer during the calendar year.

B. SECTION I-OFFICE BEING FILLED

1. MEMBER NUMBER - Enter the new officer's number.
2. TITLE OF OFFICE BEING FILLED - Enter the title if the office being filled. Using the unit level followed by the specific office.
3. LAST NAME - Enter the replacement officer's last name.
4. FIRST NAME AND INITIAL - Enter the first name and middle initial of the replacement office holder.
5. OFFICE - Enter the Office code for the specific office being filled.
6. COMMENTS: Enter the reason and method of selection, if needed.
7. DATE OF OFFICE - Enter the effective date of assumption of office in MM/DD/YY format.

C. SECTION II-OFFICE BEING VACATED

1. MEMBER NUMBER - Enter the member number of the officer being replaced.
2. TITLE OF OFFICE BEING FILLED - Enter the title of the office being filled.
3. LAST NAME - Enter the last name of the officer being replaced.
4. FIRST NAME AND INITIAL - Enter the first name and middle initial of the officer being replaced.
5. OFFICE - Enter the Office code for the specific officer being replaced.
6. COMMENTS: Enter a reason for the officer being replaced, as needed.
7. HIGHEST PAST OFFICE - Enter the highest office held by the officer being replaced, if known. Completion of this box is not required.
8. DATE MEMBER LEFT OFFICE - Enter the date the member left the office in MM/DD/YY format.

D. SECTION III

1. SIGNATURE OF UNIT LEADER - Signature of unit leader if member being replaced is the vice-commander or staff office holder. If the unit commander is being replaced the signature must be that of the unit vice-commander or of the commander of the next highest level unit.
2. SIGNATURE OF DIRAUX - Signature/Approval of the District Director/Commander.